

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 8003

**TITLE:** SENIOR INTERPRETER, NATURALIST & HISTORIAN PROGRAMS

**GRADE:** S-19

**DEFINITION:**

Under general supervision, provides daily coordination and supervision of the interpretive program and merit interpretive staff of a nature center or historic site.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Senior Interpreter, Naturalist & Historian Programs is distinguished from the Naturalist II/Historian II in that the Senior Interpreter, Naturalist & Historian Programs, supervises the interpretive program, and merit and other interpretive staff at a nature or historic site, whereas the Naturalist II/Historian II serves as assistant site manager with overall responsibility for managing not only the interpretive programs, but all activities, and staff at a nature center or historic site.

The Senior Interpreter, Naturalist & Historian Programs is distinguished from the Naturalist I/Historian I in that the Senior Interpreter, Naturalist & Historian Programs, supervises the interpretive program and merit staff at a site, whereas the Naturalist I/Historian I prepares and presents interpretive programs at a site or performs research and technical services in natural or cultural resource management.

**ILLUSTRATIVE DUTIES:**

Supervises and coordinates site interpretive programming to include planning, development and evaluation of educational, informational and recreation programs, tours, exhibits, and other media;

Plans and develops interpretive calendar;

Monitors trends in interpretation and gauges demand for interpretive services;

Hires, trains, evaluates and counsels seasonal and merit programming staff;

Reviews interpretive materials prepared by staff and monitors the quality of interpretive programs;

Directs staff in site program development;

Coordinates administrative aspects of programming including scheduling, registration, revenue collection, purchasing, promotion and record keeping;

Develops budget requirements for site interpretive program and monitors expenses and revenues to maintain budget constraints;

Maintains fiscal records necessary to the operation and evaluation of interpretive program;

Develops or assists in the development of interpretive programs and media including exhibits, literature, and audio-visual programs;

Designs, presents and evaluates interpretive programs covering a wide range of topics on natural and cultural history for a diverse group of audiences;

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Reviews and/or prepares interpretive materials including brochures, interpretive flyers, promotional materials, technical publications, audiovisual productions, trail interpretation and educational materials;

Conducts research in support of programming, interpretation and training;

Responds to public inquiries regarding programs and operations;

Represents site in division programming committee;

Assists site management in long-range planning.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of effective instructional methods and techniques;

Knowledge of equipment and materials needed to conduct interpretive and environmental/historical education programs;

Ability to provide expert knowledge in the development of a wide range of interpretive programs and activities;

Ability to provide technical resource and program leadership to interpretive staff;

Ability to develop and present creative, environmental/historical education and interpretive programs in a variety of indoor and outdoor settings for all age levels;

Ability to supervise professional and volunteer staff members;

Ability to review and analyze expenditures and revenues in determining appropriate budget;

Ability to communicate effectively both orally and in writing;

Ability to interpret technical natural and cultural history materials to lay persons;

Ability to deal effectively with the public.

**For Nature Centers:**

Knowledge of the natural and biological sciences, including the theory, principles and practices of interpretation, conservation and environmental education;

Knowledge of current sources of information on field identification and interpretive techniques;

Knowledge of natural resource management;

Knowledge of native flora, fauna, geology and ecology of the local area;

Knowledge of local environmental issues and conservation practices.

**For Historical Sites:**

Knowledge of American and regional history;

Knowledge of historical research procedures;

Knowledge of the theory, principles and practices of historical education and interpretation;

Knowledge of historical park management practices;

Knowledge of curatorial or collections management practices and procedures.

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**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to:

Graduation from an accredited four year college or university with a bachelor's degree in natural or life sciences, history, education, park management, or a related field; PLUS

One year of responsible experience in interpretation/programming, environmental or historical education, or a closely related field.

**CERTIFICATION AND LICENSES REQUIRED:**

None

ESTABLISHED: May 18, 2001